**Roles and Responsibilities for Spring and Summer:**

We have identified the following roles based on the 7 practise areas.

1. Requirements Engineer
2. Chief Architect
3. Project Lead
4. Process Manager
5. Quality Manager
6. Configuration Manager
7. Risk Manager
8. Customer Liaison

**Responsibilities:**

The following are some of the responsibilities of each role which we came up with. This list will be updated as and when we figure out new responsibilities.

1. **Requirement Engineer(RE):**

* Involved primarily in requirements gathering and documentation.
* Works the maximum with client during elicit requirements.
* RE should understand and analyze the requirements and create a requirements document.

1. **Chief Architect:**

* Architect will use the requirements and craft the right architecture of the system.
* Make sure that right modelling is being used and quality attributes are met.
* Helps in tools and environment selection.
* Interact with client and make sure their requirements are being met.
* In addition to this, he should also make sure that the development team uses the architecture correctly during implementation so that the software and the system architecture are in synchronisation.

1. **Project Lead:**

* Project Lead oversees the management and tracks the progress of the project.
* Plan weekly client and mentor meeting and help moderator with the agenda items.
* Update project’s status periodically to the mentor and client.
* Creates the project plan. Maintaining, tracking and updation of project plan is also done by the Project Lead.
* Project lead should ensure timely completion of the project.
* He/she should manage the roles and responsibilities of the team members and allocate tasks to others in a balanced manner.

1. **Process Manager:**

* Process Manager should constantly keep track of all the process related action items and ensure that they are being followed properly.
* He/she should ensure that all 7 practice areas are given equal importance and addressed at any point of time in the project duration.
* Maintains and updates all process related reports and documents.

1. **Quality Manager:**

* Prepares the quality plan for the project.
* He/she should make sure that all the deliverables are reviewed before delivering it to the client.
* During coding and testing phase, Quality Manager should create test plans and should take responsibility for proper execution of them.

1. **Configuration Manager:**

* Configuration Manager should create the Configuration Management plan.
* He/she should maintain the project repository.
* He/she should come up with rules for versioning control.

1. **Risk Manager:**

* Risk Manager should conduct weekly risk meeting to brainstorm and identify the risks that might cause problems in the future.
* Risk Manager should prepare the risk management plan.
* He/she should analyse the risks identified in the risk meeting and come up with risk mitigation plan.
* Risk Manager should also track the risks and make sure that the identified risks are mitigated.

1. **Customer Liaison:**

* Customer liaison should document the decisions which has to be communicated with the client and should share it with them.
* Any common decision from Team’s side to be informed to the client is communicated to the client through this person.
* He/she should interact with the client frequently and make sure that the client is getting what he wants and is satisfied with team’s performance.

**Roles assigned for Spring and Summer semester:**

The roles specified above are divided into 3 buckets and each bucket has a primary and a secondary person responsible for the bucket. Since this is a three member team, there will be a rotation after end of spring semester. The secondary person responsible for a particular bucket will become primary person for the bucket in summer semester and will be the secondary for the 3rd bucket which he did not handle in the spring semester. Thus all 3 team members would have experience in handling all the 3 groups of responsibilities at some point or the other.

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|  | **Bucket 1:**  **(Requirements Engineer,**  **Configuration Manager,**  **Client Liaison)** | **Bucket 2:**  **(Chief Architect,Risk Manager)** | **Bucket 3:**  **(Project Lead,Process Manager,Quality Manager)** |
| **Spring(Primary)** | **Sachin** | **Pradheep** | **Harini** |
| **Spring(Secondary)** | **Pradheep** | **Harini** | **Sachin** |
| **Summer(Primary)** | **Pradheep** | **Harini** | **Sachin** |
| **Summer(Secondary)** | **Harini** | **Sachin** | **Pradheep** |